

Is your application headed for the trash? Or will you be one of the candidates who get an Interview?

One mistake on an application could eliminate you from the interview pool.

However, a neatly and thoroughly completed application puts you in a good light and increases your chances of getting a call back.

Are you getting calls for interviews from your resume?

Is your resume marketing you well in this highly competitive job market?

Do you know how to target your next employer, and write a cover letter that will get you the interview?

Do you get butterflies before the interview?

Are you getting interviews; but not the job offer?

Have you written a Thank you note or follow up note that will seal the deal?

LET THE EXPERTS AT BOZEMAN JOB SERVICE HELP YOU SOLVE THESE PROBLEMS.

Sign up for one, two or all three of these classes and start your new career sooner!

February 9, 2011	9:00 to 11:00	Applications
February 23, 2011	9:00 to 11:00	Resumes
February 23, 2011	2:00 to 4:00	Job Service Registration - Nickname M Works
March 9, 2011	9:00 to 11:00	Resumes, Cover Letters and Targeting Employers
March 9, 2011	2:00 to 4:00	Interview and Thank you / Follow up letters
March 23, 2011	9:00 to 11:00	Applications
April 6, 2011	9:00 to 11:00	Resumes
April 6, 2011	2:00 to 4:00	Job Service Registration - Nickname M Works

**FOR ALL JOB SEARCH CLASSES SEATING IS LIMITED
PLEASE CALL 582-9200 TO SAVE YOUR SEAT OR STOP
BY THE FRONT DESK AT BOZEMAN JOB
SERVICE AND SIGN UP.**

No Reservations are needed for the job fairs.